FastLane Help System

Submit and Sign a Proposal

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Submit and Sign a Proposal

Submit and Sign a Proposal Introduction

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Submitting a proposal to NSF involves two steps in Research Administration:
1. Submitting the proposal to NSF
2. Electronically signing the proposal

Submitting a Proposal

In Research Administration, the SPO submits the proposal to NSF electronically.

In Research Administration, the SPO can perform these functions in the Proposals/Supplements/File Updates/Withdrawals section of Research Administration:

*   Check a proposal for completeness
*   Edit a proposal
*   Submit a proposal
*   Return a proposal to the PI
*   View and print a submitted proposal

Signing a Proposal

If the SPO has the permissions of the Authorized Organizational Representative (AOR), the SPO also signs the proposal as part of the process of submission to NSF.

If the SPO does not have AOR permissions, the AOR must sign the proposal electronically within 5 business days of the proposal's submission to NSF. See Access AOR Functions for instructions.

Check a Proposal for Completeness as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see <u>SPO Login</u>). The **Research Administration** screen displays (Figure 1).

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Figure 2   Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Check link is circled.

3. Find the proposal whose readiness you want to check (Figure 2). You can sort the documents by clicking on one of the column heads:
   - **Temp ID** groups the documents in succession by Temp ID number.

- **Type** groups the documents by type, proposals, supplements, file updates, and withdrawals.
- **Access Level** groups the documents by the access level the PI has granted to you.
- **PI Name** groups the documents by the PI assigned to the document.
- **Proposal Title** groups the documents alphabetically by title.

4. Click the **Check** link on the row for the proposal you want to check (Figure 2). The **Proposal Errors/Warnings** screen displays (Figure 3) with the information on what requirements must be met, if any, for you to submit the proposal. To make changes, see Edit a Proposal as an SPO.

Proposal Errors/Warnings For Temporary Proposal Id 9008924

Proposal Errors
Items listed here will prevent submission.
Print this page for reference before returning to the Form Preparation screen.

Cover Sheet Errors
- Insufficient Amount Requested - Enter an amount greater than $1 for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - Enter a time duration no less than 1 month for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - Enter a Requested Starting Date on the Remainder of the Cover Sheet form.

International Program Errors
- No Proposal Category Selected - Select the Proposal Category on the International Programs Cover Page Addendum form.

Proposal Warnings
Items listed here will not prevent submission.
Print this page for reference before returning to the Form Preparation screen.

Current and Pending Support Warnings
- No Current and Pending Support - Current and Pending Support forms have not been uploaded for Terry Demo and J doe. It is acceptable to upload all Current and Pending Support items as one PDF file through the Current and Pending Support document for the PI.

Figure 3   Proposal Errors/Warnings screen with a listing of the errors or omissions that will prevent submission and errors or omissions that will not prevent submission.

Edit a Proposal as an SPO

1. On the **FastLane Home Page** screen, log in to Research Administration as an SPO (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1   Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays at the **Documents in Progress** tab (Figure 2).

Figure 2   Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Edit link is circled.

3. Click **Edit** in the row for the proposal you want to edit (Figure 2). The **Form Preparation** screen displays (Figure 3) for that proposal.

Forms for Temp. Proposal #6085104
CAREER richs test test test

Form Preparation

To prepare a form, click on the appropriate button below.

	Form	Saved		Form	Saved
GO	Cover Sheet	07/28/03	GO	Project Summary	07/28/03
GO	Table of Contents	N/A	GO	Project Description	
GO	References Cited		GO	Biographical Sketches	
GO	Budgets (Including Justification)	07/28/03	GO	Current and Pending Support	
GO	Facilities, Equipment, and Other Resources		GO	Supplementary Docs	

Single Copy Documents

	Form	Saved		Form	Saved
GO	PI/Co-PI Information	N/A	GO	Add/Delete Non Co-PI Senior Personnel	N/A

Figure 3   Form Preparation screen for the proposal you selected to edit.

4. See Prepare Proposal Forms for instructions on how to work on all the forms in the **Form Preparation** screen (Figure 3).

Submit a Proposal to NSF

If a proposal is ready for submission to NSF, the SPO may submit it through FastLane. (See <u>Check a Proposal for Completeness</u> for instructions on how to check the proposal for its readiness for submission.)

1. On the **FastLane Home Page** screen, log in to Research Administration (see <u>SPO Login</u>). The **Research Administration** screen displays (Figure 1).

Figure 1   Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).
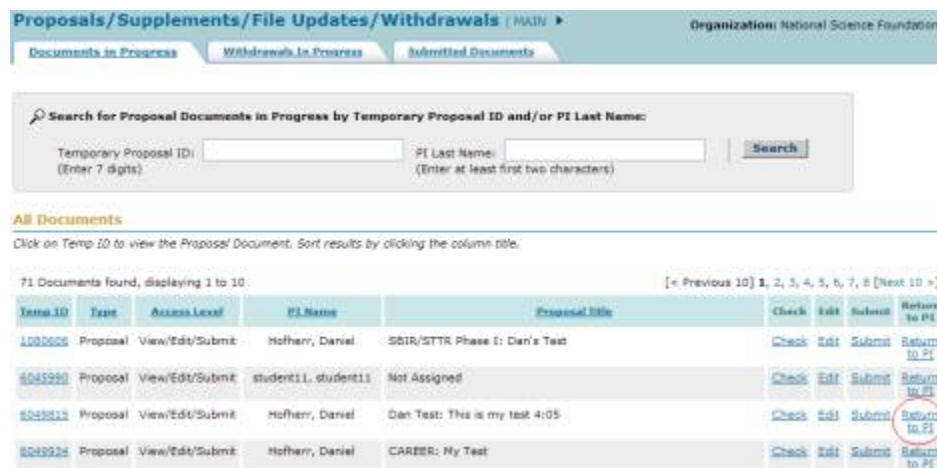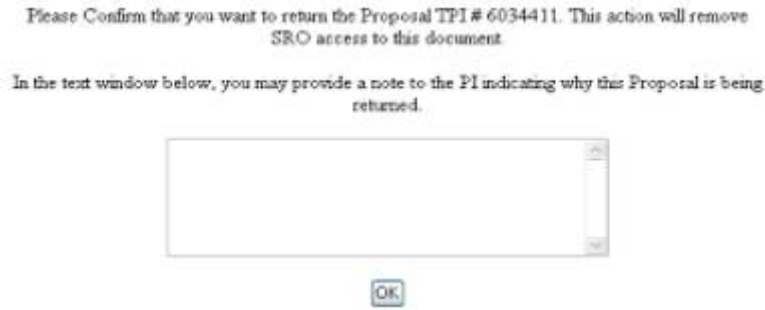
3. Click **Submit** in the row for the proposal you want to submit (Figure 2). The **Proposal Errors/Warnings** screen displays (Figure 3) giving you the capability to submit the proposal, if there are no errors that prohibit submission. You can either submit the proposal or submit and also sign the proposal.

Figure 3 Upper portion of the Proposal Errors/Warnings screen for the proposal if the proposal is ready for submission.

Submit the Proposal Only

If you are an SPO without AOR permissions, you can only submit the proposal.

1. In the lower portion of the **Proposal Errors/Warnings** screen (Figure 4), check to see that the information on your institution is correct.

pd_submit_sign_proposal

Figure 4   Institution Information section of the Proposal Errors/Warnings screen with the Yes button for submission.

2. Click the **Yes** button. The **Proposal Submission Confirmation** screen displays (Figure 5) with the confirmation that the proposal has been submitted to NSF.

Figure 5   Proposal Submission Confirmation screen.

Submit and Sign the Proposal

If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal.

1. In the **Debarment and Suspension** section of the **Proposal Errors/Warnings** screen (Figure 6), click the radio button for Yes or No if there are any debarments or suspensions of you or of your organization from transactions with federal agencies.

Debarment and Suspension Certification

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

◉ No
◯ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal CoverSheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Appendix D of the Grant Proposal Guide.

Figure 6   Debarment and Suspension Certification section of the Proposal Errors/Warnings screen.

2. *If you answered Yes,* in the text box under the radio buttons (Figure 6), type an explanation.
3. In the **Institution Information** section of the **Proposal Errors/Warnings** screen (Figure 7), check the accuracy of the information for your organization.

Institution Information

DUNs Number: 111111111   DUNs Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: **Alan Alphaman**
Phone: 7032925000
Fax: 7032925500
E-mail: kchelta@nsf.gov

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

Sign and Submit   Cancel and Do Not Submit

Figure 7   Institution Information section of the Proposal Errors/Warnings screen. The Sign and Submit button is circled.

4. At the bottom of the **Proposal Errors/Warnings** screen (Figure 7), click the **Sign and Submit** button. The **Proposal Submission Confirmation** screen displays (Figure 8) with a message that the proposal has been successfully submitted to NSF. It also displays the official NSF number for the proposal.
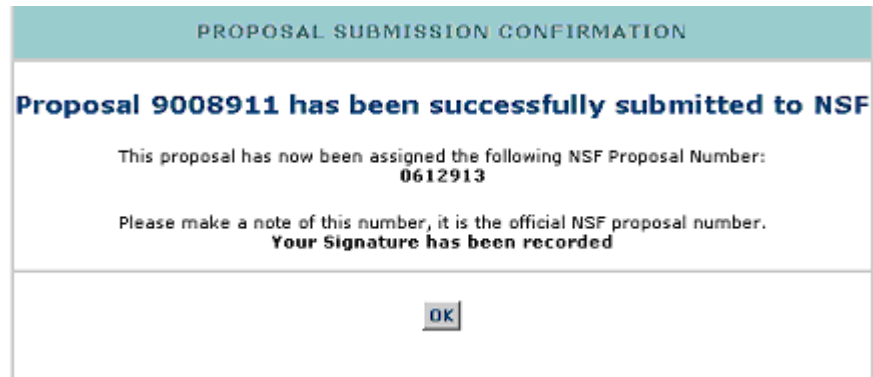
Figure 8   Proposal Submission Confirmation screen with the message that the proposal has been submitted to NSF and with the NSF number for the proposal.

5. Write down the NSF proposal number.
6. Click the **OK** button (Figure 8). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Return a Proposal to the PI

1. On the **FastLane Home Page** screen, log in to Research Administration (see SPO Login). The **Research Administration** screen displays (Figure 1).

Figure 1   Research Administration screen. The Proposals/Supplements/File Updates/Withdrawals link is circled.

2. Click **Proposals/Supplements/File Updates/Withdrawals** (Figure 1). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

Figure 2   Proposals/Supplements/File Updates/Withdrawals screen on the Documents in Progress tab. The Return to PI link is circled.

3. Click **Return to PI** (Figure 2) on the row for the proposal you want to return. A screen displays (Figure 3) with a message for you to confirm this action.

Please Confirm that you want to return the Proposal TPI # 6034411. This action will remove SRO access to this document.

In the text window below, you may provide a note to the PI indicating why this Proposal is being returned.

OK

Figure 3   Screen with the message for you to confirm that you want to return the proposal to the PI.

4. Write a note to the PI in the text box (Figure 3) (optional). Once you return the proposal to the PI, you no longer have access to the proposal as an SPO.
5. Click the **OK** button (Figure 3). A screen displays (Figure 4) with the message that the proposal has been returned to the PI.

Proposal TPI #6034411 was sent back to PI

OK

Figure 4   Screen with a message that the proposal has been returned to the PI.

6. Click the **OK** button (Figure 4). The **Proposals/Supplements/File Updates/Withdrawals** screen displays on the **Documents in Progress** tab (Figure 2).

AOR Functions

Access AOR Functions

1. *If you are an Authorized Organizational Representative (AOR) and need to sign a proposal that has been submitted to NSF,* on the **FastLane Home Page** screen, log in to Research Administration (see SPO AOR Login). The **Research Administration** screen displays (Figure 1).

Figure 1   Research Administration screen. The Authorized Organizational Representative Functions link is circled.

2. Click **Authorized Organizational Representative Functions** (Figure 1). The **Authorized Organizational Representative Functions** screen displays (Figure 2) with a listing of all the documents that require your electronic signature.

Figure 2   Authorized Organizational Representative Functions screen.

3. Verify that the Signature Information in the upper left of the screen is correct (Figure 3). If the information is not correct, click **Account Management** to change the information.

Figure 3 Verify Signature Information section of the Authorized Organizational Representative Functions screen. The Account Management link is circled.

You have these options on the **Authorized Organizational Representative Functions** screen:
- Sign a single proposal
- Sign several documents at once

Sign a Single Proposal

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see Access AOR Functions).

Figure 1   Authorized Organizational Representative Functions screen. The check box for signing a proposal is circled.

2. Click the check box next to the proposal you want to electronically sign (Figure 1).
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

Figure 2   Electronic Signature Notice screen. The Debarment and Suspension Certification section is boxed, and the Sign button is circled.

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).

6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposal has been signed.

Figure 3   Confirmation screen with a message that the proposal has been signed.

7. Click **Return to AOR Functions Main** (Figure 3). The **Authorized Organizational Representative Functions** screen displays (Figure 1).

Sign Several Documents at Once

1. Access the **Authorized Organizational Representative Functions** screen (Figure 1) (see Access AOR Functions).

Figure 1   Authorized Organizational Representative Functions screen. The Sign button is circled.

2. Select the documents you want to sign by any one of the following options (Figure 1):
   - Click the box next to **Check to Select All Proposals/Supplements** to sign only the proposals and supplements listed.
   - Click the box next to **Check to Select All Documents** to sign all documents listed.
   - Click the check mark box next to each document that you want to sign.
3. Click the **Sign** button (Figure 1). The **Electronic Signature Notice** screen displays (Figure 2).

Figure 2   Electronic Signature Notice screen. The Sign button is circled.

4. In the **Debarment and Suspension Certification** section of the **Electronic Signature Notice** screen (Figure 2), click the radio button for Yes or No to

     indicate if you are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

5. If you answered **Yes**, type an explanation in the text box below the radio buttons (Figure 2).

6. Click the **Sign** button (Figure 2) to confirm your acceptance of the conditions. The **Confirmation** screen displays (Figure 3) with a message that the proposals have been signed.

	CONFIRMATION The Following Documents Have Been Signed:	
Document Type	**Proposal Award Number**	**Title**
Proposal/Supplement	0413936	Modulation of Transmitter Release
Proposal/Supplement	0414039	Mathematical models for bacterial propulsion and pattern for
Proposal/Supplement	0414470	Multimodal (speech plus handwriting) Communication of Mathem
Proposal/Supplement	0414495	THE FUTURES OF OUR PASTS: Three-Dimensional Representations
Proposal/Supplement	0414496	Laser Interactions with Combustion Generated Nano-Particles
Proposal/Supplement	0415027	Information and Data Management in the Emerging Field of Gra
Proposal/Supplement	0415210	Video Similarity Search in Very Large Databases
Proposal/Supplement	0415258	Photosynthetic hydrogen metabolism in unicellular green alga
Proposal/Supplement	0415293	Ion Hydration and New Structural Methods in Mass Spectrometr
Proposal/Supplement	0415295	Cluster-Expanded Solids: A Strategy for Assembling Functiona

Figure 3   Confirmation screen with a message that the proposals have been signed.

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